



## AmeriCorps National 2017-2018 Position Description

<b>Affiliate/Host Site Name:</b> HFH of Greater Sacramento (HFHGS)	<b>Host Site Manager (HSM) Name:</b> <i>Jim Reilly</i>
<b>Program:</b> AmeriCorps National <b>Member Role:</b> Family Services Coordination	<b>Will members engage in any of these programs?</b> <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input checked="" type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
<b>Service Week (days/times):</b> Monday – Friday 8:00 a.m. to 5:00 p.m. with occasional evenings/Saturdays	<b>Direct Supervisor Name:</b> <i>Rob Kerth</i>
<b>Will this member be actively building on the construction site at least one day per week?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

### Goals:

This AmeriCorps Family Services Coordinator will be instrumental in helping HFHGS to continue to expand its community outreach in an effort to find qualified families for our programs. We are continuing to build roughly ten homes a year, and we are working to build our Home Repair Program, necessitating additional assistance in the Homeowner Services Department with outreach, the selection process, and maintaining strong relationships with our partner families. After our AmeriCorps Family Services Coordinator departs, the relationships formed by his or her outreach efforts will continue to result in increased knowledge about our homeownership and home repair opportunities, increased attendance at our orientation meetings, and increased volume of applicants. This member will also assist in strengthening partnerships with current and future HFHGS homeowners.

**Outputs:** *Measurable targets must be included and should be targeted PER MEMBER. Please use the shared outputs below, inserting "0" if not applicable.*

- **50** individuals (adults and children) will be provided housing services by this AmeriCorps National member
  - **5** individuals who are veterans, active military, or their family members

### Responsibilities of the position

- Plan outreach to schools, community groups, corporations, governmental organizations, and faith based groups to recruit partner families for homeownership and home repair programs.
- Conduct presentations when requested by various organizations in the community.
- Serve as a liaison with the Homeowner Selection Committee.
- Assist in the coordination and/or presentation of orientations for interested homebuyers which may require work on Saturdays.
- Assist with the HabiTours (volunteer orientations) and other affiliate meetings.
- Maintain homeownership program mailing lists and organize family files.
- Conduct interviews with potential homeowners.
- Assist in creating a sweat equity schedule with new homeowners.
- Intervene with families delinquent with sweat equity hours (not on track to complete hours in a reasonable length of time).
- Provide reports on all ongoing outreach and family issues to senior management and the Board and Committee chairs (if applicable).
- Assist in recruiting and training key volunteers for the Homeowner Selection Committee and monitoring the committee for compliance with HFHGS policies and procedures.
- Complete the reporting and timesheet requirements of the AmeriCorps program in a timely, accurate, and thorough manner.

**Any changes/updates to a member's position description must be approved by HFHI National Service.**



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- Arrive on time and ready to serve, and promote the mission, goals and values of the AmeriCorps program.

**Required Meetings, Trainings and Events** - *Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the Host Site.*

- On Site Orientation to local host site
- First Aid/CPR
- HabitatLearns "Foundations of Habitat" series online
- Lockton Safety Courses online
- National Service Leadership Conference (Fall)
- Build-a-Thon (Spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Weekly Tuesday staff meetings which will provide updated information to senior staff regarding family sweat equity program, new applicants, and outreach statuses for each site and the responsibilities of each member during that week are discussed.
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Life After AmeriCorps training (LAFTA) which provides members with useful and practical skills and knowledge they will need to enter the job force after their AmeriCorps terms are concluded.
- Home Dedication attendance which provides positive, meaningful feedback that what the members do each day has impact on families.
- Hammy Awards Dinner attendance which provides insight into the large number of community organizations and individuals that support this affiliate, without whom HFHGS would not be able to complete its mission.

### **Education/Experience/Knowledge/Skills required for this position**

Required:

- Valid Driver's License and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)

Preferred:

- A self-starter, detail oriented, highly organized, results oriented
- Knowledge of the Sacramento community, its businesses, social service organizations and demographics would be a major plus
- Bachelor's Degree preferred
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Working knowledge of a language besides English is highly desirable, with preferred languages being Spanish, Russian, Hmong, or Arabic
- Strong written and verbal communication skills
- Ability to work with a diverse group of people
- Experience working as a member of a team
- Experience working in a non-profit desirable
- Public speaking experience preferred

### **Physical requirements for this position**

- About 25% of this position requires outreach in the community, including visiting families in their homes
- Must be able to lift up to 25 lbs of presentation materials and equipment

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- Must be able to sit at a desk and work on the phone and computer for hours at a time

**Service Site Environment** - Please describe type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided for the AmeriCorps member(s). Please note AmeriCorps members are prohibited from serving in a home office:

Members will serve in an open cubicle and will share office space with other staff and/or AmeriCorps members. Each member will have a desk, computer (with email and internet access), and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies.

**Personal vehicle required?**  No  Yes - If yes, please provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, please also include in the details:

The member will be required to have a vehicle to be able to outreach, visit our community partners, introduce the program and educate new potential families, and visit build sites to introduce family members to construction staff and volunteers. Member will also attend classes on credit, debt, etc. as part of the AmeriCorps learning process, and off-site family orientations. Member will be reimbursed for approved service-related mileage and any other travel expenses per our affiliate policy (beyond commuting to and from service).

**Habitat.org posting blurb:** Include a description of your site that can be used when posting on Habitat.org. Include city, state, selling points of your site and the geographical area, additional benefits you offer (ex. housing, transit voucher, etc.), what the member will get out of serving a year with your site (skills, etc.), and your website.

Serve the community of the diverse Sacramento, California area with Habitat for Humanity of Greater Sacramento. Our AmeriCorps are valued members of our Habitat family who work to build strength, stability and self-reliance through shelter for local families in need of a place to call home. Utilize and improve your leadership and public speaking skills, interact with people from other cultures and colorful histories. Network with service minded people like yourself from the neighborhood and business communities. You may have the opportunity to support the building of a house from the dirt to the roof. You may also have the opportunity to support the revitalization of a Veteran's home so that they might safely age in place. The Sacramento area has a cost of living that is more affordable than the more well-known San Francisco and Silicon Valley - Bay Area. The area is 2 hours from San Francisco city-life, or snowboarding at Lake Tahoe or wine tasting in Napa. You can make Mount Shasta and Lassen a beautiful weekend trip. Sacramento is the State Capitol and a historical area from the days even prior to the Gold Rush. You can pan for gold in our rivers or hike and bike ride in historic and gorgeous Auburn National Park. Sacramento has daily Farmers' Markets, a booming beer brewing culture and is the center of a Farm to Fork movement. The urban areas are walking and biking friendly. Sacramento offers a 3 bedroom house to AmeriCorps members for \$100 a month with a \$150 security deposit. The house is conveniently located to the Downtown and Mid-town areas which are accessible by walking or biking. Weekly food, hygiene and miscellaneous products are donated by Costco and made available first to our AmeriCorp. And you'll get free Habitat T-shirts! Sacramento celebrates our finished houses with a House Dedication Event, when we turn the keys over to the new homeowner, which has been attended by City Mayors and Councilmen. Our volunteers have returned for the house dedication and proudly tell their spouses, "I installed that kitchen tile, right there!" Visit our website:

<http://habitatgreatersac.org/>

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